



Richland County Business Service Center

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Checklist for Claiming Deductions

This Checklist is for businesses claiming Deductions on Richland County business license renewal applications.

- ☐ **A Deduction Worksheet** has been completed.
 - The Deduction Worksheet may be completed online as a spreadsheet or found online as a PDF document for printing.
 - The Deduction Worksheet makes it easier for businesses to understand what deductions are allowed, and how to report and document appropriate deductions.
 - This standardized Deductions Worksheet also makes it easier for County staff to review submitted deductions and process business license applications more quickly.
- ☐ Businesses with **business licenses from other cities or counties** which are claimed as deductions with Richland County have the required supporting documentation.
 - Supporting documentation includes (for 2020 business license renewals) copies of the 2020 business licenses and applications from other cities or counties.
 - Therefore, all businesses located in the non-city areas of Richland County **MUST FIRST** obtain all *other cities'* and/or counties' business licenses. This will ensure that copies of these other cities' and counties' business licenses and applications can then be provided to Richland County to verify the deductions.
- ☐ Construction contractors doing work covered by a **paid Richland County building permit** have all building permit numbers under which their work was performed listed on the Deductions Worksheet.
 - If you do not know the building permit number(s), contact the contractor which pulled the permit **BEFORE** you apply for your 2020 Richland County business license.
 - If you are a residential subcontractor, Richland County will not have this information.
- ☐ All **required documentation is in the order in which you listed deductions** in the Deductions Worksheet.
 - This helps the business ensure that all documentation is being submitted and speeds the review process.

- ☐ All documents are ready to be submitted at the same time.
 - the business license renewal application,
 - the Deductions Worksheet, and
 - all required documentation (in the order in which you listed deductions in the Deductions Worksheet).
 - payment
- ☐ No IRS deductions have been included in the Deductions Worksheet.
 - IRS Deductions are **not** authorized County deductions.

For Online Business License Renewals

- ☐ Online business license renewal applications must have the Deductions Worksheet *and all required documentation*
- ☐ in the order in which you listed deductions in the Deductions Worksheet
- ☐ e-mailed to bsc@richlandcountysc.gov
- ☐ *within 24 hours* of online payments to avoid delays and potential penalties.

For Mailed Business License Renewals

- ☐ Mailed business license renewal applications must have the Deductions Worksheet *and all required documentation*
- ☐ in the order in which you listed deductions in the Deductions Worksheet
- ☐ mailed in the same envelope as the applications and payments

For more information: visit www.richlandcountysc.gov or e-mail bsc@richlandcountysc.gov,